

SECRET

5 February 1957

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MEMORANDUM FOR: DDP/EXO

SUBJECT: Agency Chain Envelope, Form No. 1138

1. The factors motivating a proposal to standardize on the subject envelope can be well appreciated by RI from a managerial view point. However, standardization to include all elements of the Agency, and the DDP specifically is objected to, not for purposes of administration but for reasons of operational security. Elements of the DDP use envelope coverings for transmission of material not only to the overt portions of the organization, but also to other DDP units situated in various buildings removed from the I, J, K, L Building complex, as well as to the DDCI and the DCI. A fact, probably best realized by DDP personnel is that much of this material is of such a sensitive operational nature that restrictions have been imposed even within the DDP area as to access to it and indicators such as KAPOK and RYBAT are in use to insure its limited distribution.

Documents within CIA) requires that chain envelopes be sealed by means of a gummed label. Instructions for use of the proposed envelope require specifically that this not be done. [] also makes provision for double wrapping as does the proposed instruction.

3. It is the opinion of RI that the requirements set forth in the aforementioned regulation present a minimum precaution to be followed for the secure transmission of documents. The DDP chooses to follow a security maximum in precautionary measures when the sensitivity of information involved necessitates it.

4. Those best equipped to judge the sensitivity of DDP operations are personnel of the DDP. To require use of the proposed envelope is to require the abolition of reliable self imposed security requirements which have been necessitated by the nature of the documents we handle. RI recommends that for transmission of DDP mail, use of a plain manila envelope sealed, be continued.

Chief, RI

Attachment:
Sample Envelope

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